

# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

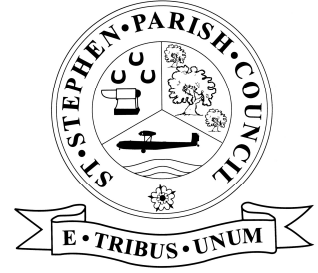
THE PARISH CENTRE STATION ROAD BRICKET WOOD

ST ALBANS HERTS AL2 3PJ

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To: Councillors\  
Wendy Berriman  
David Brannen  
Richard Curthoys  
Ajanta Hilton

Aaron Jacob  
Dorothy Kerry  
Bill Pryce  
Adrian Ruffhead

Mark Skelton  
Nicholas Tyndale  
David Yates

You are summoned to attend the **Full Council Meeting**

To take place on **Thursday 19<sup>th</sup> June 2025 at 7.30pm**

Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ**

*S Hake*

Susan Hake, Clerk, 12<sup>th</sup> June 2025

The public are welcome to join this meeting, please email our clerk prior to the day of the meeting to advise of your attendance: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk)

**Please be aware that Members of the public may record, film, photograph or broadcast this meeting from the designated area.**

## **AGENDA**

**2526/021** Public Participation – to receive petitions, comments and questions  
To welcome public participation in accordance with the Public Speaking Policy

**2526/022** To receive reports from representatives of St Albans District Council and Hertfordshire County Council

**2526/023** To receive and accept apologies for absence

**2526/024** To confirm the minutes of the meeting held on 16 May 2024

**2526/025** To receive declarations of interest and dispensations  
a) To receive declarations of interest from Councillors on items on the agenda  
b) To receive written requests for dispensations for declarable interests  
c) To grant any requests for dispensation as appropriate

**2526/026** Chairs report

**2526/027** Update on previous meeting actions not mentioned later in the agenda  
Rewilding at Greenwood Park

**2526/028** To receive nominations and complete voting to co-opt a candidate for the Park Street Ward vacancy

**2526/029** Reports: Finance, Policy and Resources

- a) To note list of May payments authorised by Finance Committee Members and signatories
- b) To consider and agree any grant/discretionary discount applications
- c) To review and adopt the Equality and Diversity Policy
- d) Recommendation to agree and approve the Fixed Assets as at 31 March 25
- e) To receive and note the Annual Accounts as at 31 March 2025
- f) To receive and note the Year End Internal Audit Report, Internal Audit Summary and Year End Observations for the Financial Year 2024-25

## **2526/030 Annual Governance and Accountability Return 2023/24 Part 3 (AGAR)**

- a) To receive and note the Internal Audit Report 2024-25
- b) To Agree and Approve individually Items 1-9 of Section 1 of the Annual Governance Statement for 2024-25 (to record the date of approval, minute reference and arrange to be signed by the Chair and Clerk of the meeting where approval was given)
- c) To approve Section 2 – Accounting Statements 2024-25 (signed by the RFO prior to being presented to the authority for approval) and to record the date of approval, minute reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved
- d) To note the completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 20 June to 31 July 2025 and notes to accompany the Notice (Local authority accounts: a summary of your rights).

- 2526/031**
- a) To receive report for resurfacing Parish Centre Car park and access road, line marking parking spaces with the addition of fencing and gates and agree next actions
  - b) To confirm if parking spaces can be available for Dimensions and agree the next Actions
  - c) To agree funding amount from Reserves if required for electronic gate and fencing at the Parish Centre

- 2526/032** To note minutes and agree recommendations from the Council's Committees & Working Groups  
To receive brief progress reports and recommendations from the:
- a) Planning & Environment
  - b) Finance Committee
  - c) Fixed Asset Committee
  - d) HR Committee
  - e) Community & Leisure Committee-  
Recommendation to suspend standing orders for the purchase of new play equipment for Mayflower Road area due to specialist item not available from other suppliers
  - f) Events Working Party

- 2425/033** Clerks Report - Information updates  
No waiting restriction consultation for specified lengths of Orchard Drive consultation- ref DM/7004/25 comments or observations by email to DMTRO@hertfordshire.gov.uk by 3-7-25

**Agenda items for next meeting required by 7 July 2025**